



PLAN CHECK REQUIREMENTS COMMERCIAL AND INDUSTRIAL PROJECTS

Following is a comprehensive list of plans that may be required for building permit review (see reverse side for additional requirements). For specific requirements for a particular project, please contact with the Building Division at the One-Stop Permit Center.

Depending on the type and scope of project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner at the One-Stop Permit Center for more information.

- ☐ **Five** copies of each of the following plans (**new construction, additions, and special occupancies**)
- ☐ **Three** copies of each of the following plans between 8:00 am and 12:00 noon (**most interior tenant improvements**)
 - ___ Cover Sheet (project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, building codes used)
 - ___ Allowable Square Footage Calculations, for multi-use buildings include separated or non-separated occupancies
 - ___ Site/Plot Plan (including parking details and screening of enclosed outdoor equipment)
 - ___ Use Permit/Special Development Permit Conditions, Variance, or Subdivision approval (on plan sheets)
 - ___ Santa Clara County Department of Environmental Health Approval (for pools, spas and food service facilities)
 - ___ Storm Water Pollution Prevention Plan (required when disturbing one acre or more of soil)
 - ___ Storm Water Management Plan (required when project adds or replaces 10,000 sq.ft. or more of impervious surface) with approval from certified third party
 - ___ Floor Plan (denoting room usage)
 - ___ Electrical Plan (including area lighting and exits)
 - ___ Plumbing Plan
 - ___ Mechanical Plan
 - ___ Egress Plan with Occupant Loads Shown
 - ___ Disabled Access Plan for Site and Building
 - ___ Architectural Elevations (including trash enclosure details)
 - ___ Grading (all utilities, storm drainage and fire lanes)
 - ___ Roof Plan (existing and proposed equipment)
 - ___ Cross Sections
 - ___ Foundation Plan
 - ___ Roof Framing Plan
 - ___ Floor Framing Plan
 - ___ Structural Details
 - ___ Geotechnical/Soils Report (three copies needed)
 - ___ Grease Removal Devices with Sizing Calculations
 - ___ Landscaping and Irrigation Details (including reclaimed water system)
 - ___ Chemical List (quantities and explanation of process)
 - ___ Solar Shading Plan
 - ___ Complete Equipment List
 - ___ Site Lighting and Photometric Plans
 - ___ CALGreen/LEED Checklist and Third-Party Approval Letter (included on a plan sheet)

Two copies of each of the following documents:

- ___ Structural Calculations (wet signed)
- ___ Energy Report/Calculations (Title 24)
- ___ Truss Calculations Floor/Roof (wet signed)

The following information and details should be included on the plans:

A. Architectural Plans:

1. Construction Type
2. Occupancy Classification of Each Room/Area
3. Location of all exits (new and existing)
4. Identify the location of the following rated construction and provide details (ICC number, UL listing, etc.):
 - a. Rated corridors
 - b. Occupancy separation walls
 - c. Fire wall (interior and exterior)
 - d. Exit passage ways
 - e. Horizontal exits
 - f. Exterior walls and their distances from property lines and other buildings
 - g. Location of fire barriers
 - h. Shafts (including for mechanical installations)
 - i. Stair enclosures
5. Location and number of disabled accessible parking stalls and with path of travel to the building entrance(s). Include parking, signage, and ramp details.
6. Complete disabled access plan showing accessibility through the site and building.
7. Provide a cross section showing the height of new roof equipment. All equipment and supports must be lower than the roof screen and/or parapet.

B. Mechanical plans:

1. Show ducting, fire dampers, combo smoke fire dampers, cooking hoods, chemical hoods, HVAC equipment, CFM/BTU output, and provide LFL calculations.

C. Electrical Plans:

1. Show receptacles, lights, motors, switches, disconnects, panels, services, transformer, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding.

D. Plumbing Plans:

1. Provide isometric plans for waste/vent, type of piping material, gas lines, water lines, show location of boilers, water heaters with their BTU's.

E. Energy Calculations:

1. Provide energy calculations, with signed forms, on a plan sheet for alteration, addition of shell lighting, and interior/exterior mechanical systems.